

We're Hiring!



PROGRAM ASSISTANT

Posting Requisition	22514	Program	<i>Healthiest Babies Possible</i>
Job Type	<i>Regular, Part-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>30 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Salary - \$25.97 hourly (subject to our funding model)

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

Plans, implements and oversees the day to day activities of the program. Provides administrative and clerical support to Healthiest Babies Possible Program (HBP).

ACCOUNTABILITIES

- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, descriptions, written memos, and verbal agreements.
- Provides HBP with clerical support: answers phone; responds to voice message and emails; orders resources and office supplies; photocopies forms; develops, revises and types various lists, forms, and other documents; handles program correspondence; purchases supplies as required (to be reimbursed by program manager).
- Takes new referrals (self and third party), screens potential clients for suitability, and explains program to clients on waitlist and to general public.
- Maintains program waitlist: contacts new referrals to explain program; prepares and emails welcome letters; completes statistical information at month end.
- Scheduling of guest speakers and activities for groups and creating monthly activity calendars in advance.
- Assembles and organizes client information/resource kits.
- Maintains an organized work environment for team: scheduling team meetings and group attendance; organizing; and filing.
- Attends staff meetings regularly and other community meetings as requested by program manager.
- Enters data into statistical information programs and data bases.
- Assists program manager with reports, evaluations, program presentations to the community and special projects.
- Performs other related duties as required.
- Makes recommendations with regard to the development of the program and participates in program evaluations.
- Follows written and verbal directives from the immediate supervisor, executive director or designate

QUALIFICATIONS

Education, Training, and Experience:

- Diploma in a related field such as social services, community support worker.
- Two (2) years recent related experience or an equivalent combination of education, training and experience.
- Basic knowledge of perinatal health and infant development.
- Possess excellent computer skills (word processing, data entry).

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 24-Jan-25

We're Hiring!



Skills and Abilities:

- Excellent people & communication skills.
- Excellent organizational and time management skills.
- Experience planning and facilitating group programs in a community setting.
- Sensitivity to the financial, social, physical, cultural and personal barriers that families face in achieving a healthy lifestyle and positive family functioning.
- Valid First Aid Certificate.
- Food Safe an asset.
- This position involves some physical setup of space for groups.
- Class 5 driver's license and use of a reliable vehicle are required.
- Second language is an asset.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants with lived experience are strongly encouraged to apply.

PLEASE APPLY TO: Nichole Osborne, Program Manager
Options Community Services Society
Email: Nichole.Osborne@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22514] and outlining your qualifications and related experience for the position.